



U.S. Embassy, Chisinau

General Services Office  
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Chisinau, Moldova

Email: [Chisinau-Procurement-DL@state.gov](mailto:Chisinau-Procurement-DL@state.gov)

March 30, 2023

**Subject:** Procurement of services to collect, input, and update the existing outdated alumni database with approx. 5000 records.

The American Embassy Chisinau intends to award a Purchase Order for acquisition of services from a company that will collect, input, and update the existing outdated 5000 records of Alumni (participants of USG Exchange Programs) database, as per the Scope of Work. Location is in Chisinau, Moldova.

The resultant Contract will be a firm fixed price type Contract.

It is now compulsory for all companies doing business with the U.S. Government valued at over \$30,000 USD to register on a website called "SAM – System for Award Management" [www.sam.gov](http://www.sam.gov). The website compiles standard information such as company legal name, street address, contact information, and what kind of goods and services it offers. To register in SAM, a DUNS number and a NCAGE code are required. If you do not have this information, it must be obtained before registering. There is no cost involved, either in obtaining the numbers or registering in SAM. Interested parties are strongly encouraged to register their business as soon as possible to avoid any delay in finalizing an award.

Please note this RFQ is not ready to be issued as of this date. Interested parties should contact GSO Procurement at [Chisinau-Procurement-DL@state.gov](mailto:Chisinau-Procurement-DL@state.gov) in order to receive the RFQ package. All parties expressing interest will receive additional information after the advert closing date.

Electronic submissions will be accepted.

Posted on March 30, 2023, for 15 days. Expression of Interest due by 17:00 local time on April 14, 2023.

## SCOPE OF WORK

### ALUMNI CONTACTS DATABASE UPDATE SERVICES

#### A. Introduction

The US Embassy Chisinau is seeking eligible service providers that will collect, input, and update the existing outdated alumni (participants of USG Exchange Programs) database (ACES). The database contains **approximately 5000 records**, and we require the updated information to be compliant with privacy laws and protection of personally identifiable information (PII).

#### B. Specifications

Public Diplomacy Section will provide distinct Excel worksheets with the following details for each program participant (the service provider will not be given access to the original database):

1. *First name/ last name*
2. *Email*
3. *Phone number*
4. *Mailing address*

The service provider will make contact with those on the supplied lists (by cell phone, home phone, e-mail, mail and social media) and collect the requested by the U.S. Embassy information with prior consent of the contacted person. The service provider must inform the people who have been contacted of the reason for data collection and the final data holder. The service provider will be required to abide with the U.S. Embassy's guidelines regarding the format in which the information is gathered.

The requested information will be provided in English language and will include the following details:

1. *First name/ Last name/ Other names (if applicable) at the moment of participation in the program and the current. Special attention shall be given to spelling.*
2. *Month/Date/Year of Birth*
3. *Preferred Email/Personal Email/Business Email*
4. *Phone number (Home/Mobile/Work)*
5. *Current address (Country/City/Raion(Province)/Mailing address)*
6. *Address (City/Raion(Province)/Mailing address)*
7. *at the moment of application for the program (City/Raion(Province)/Mailing address)*

8. *Program name (all if more than one)*
9. *Year of participation*
10. *Field of Study/ Internship/ Program Subject*
11. *Employer/Job Title (current)*
12. *Field of employment*
13. *Business address (Country/City/Address)*
14. *Preferred language*
15. *English – yes/no*

### **C. Proposal Requirements**

Proposals should include the following information:

1. A description of the vendor's approach to updating the alumni contact information while ensuring compliance with privacy laws and PII protection.
2. Proposed costs **per contact** (including VAT). *\*We will pay solely for the contacts that have been successfully identified and updated.*
3. The proposed **timeline** for completing the project (*2 months is a recommended timeframe*).
4. A list of references from previous clients with similar projects.

### **D. Selection Criteria:**

The Embassy will evaluate proposals based on the following criteria:

1. Demonstrated experience and expertise in updating contact information in databases while ensuring compliance with privacy laws and PII protection.
2. The proposed approach and methodology for completing the project.
3. The proposed cost and timeline for completing the project.
4. References from previous clients with similar projects.